



DATE: 3 March 2014

AGENDA ITEM # 3

**TO:** Senior Commission  
**FROM:** Candace Avina, Staff Liaison  
**SUBJECT:** Nomination and Election of Senior Commission Chair and Vice Chair

**RECOMMENDATION:**

Nominate and elect members to serve as Chair and Vice Chair

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**BACKGROUND**

The City of Los Altos Commission and Committee Handbook approved February 12, 2013 provides the following guidance with respect to the Chairperson on page 14.

On an annual basis, each Commission/Committee is required to elect officers. While not formalized, typically Commissions/Committees reorganize in March after new members have been seated. A Chair and Vice Chair are to be elected from the members to serve as presiding officers. In the event of either's disability, resignation, or removal, the Commission/Committee shall elect another member to fill the unexpired term. During a temporary absence of the Chair, the Vice Chair shall preside. If he or she is absent, the Commission/Committee may elect a Chair pro tem to conduct the meeting.

**DISCUSSION**

At the Monday, March 3, 2014 Senior Commission meeting a Chair and Vice Chair will be elected.

